

EDITED TASK LISTING

CLASSIFICATION: CHIEF OF INVESTIGATIONS, BOARD OF PRISON TERMS

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Organizes the work of the Board of Parole Hearings (BPH) (formerly Board of Prison Terms [BPT]), Investigation Section to produce a completed written report containing all facts pertinent to the investigative request, using sound investigative practices as guided by training, policy and law.
2.	Disseminates the work of the BPH, Investigation Section to achieve equitable distribution to subordinate staff to ensure timely and high quality product, response, or report using a case management system as guided by sound management practices.
3.	Plans the work of the BPH investigators to produce the investigative work product using evaluation of skill and experience levels of staff as mandated by State law, penal code, and Title 15.
4.	Supervises the work of the BPH investigators to ensure completion of work assignments using sound management practices as guided by training, policy and law.
5.	Formulates the BPH investigation program policy and procedures to ensure compliance with regulation, policy and law using practices consistent with investigative industry standards at the direction of the Legislature.
6.	Represents the Governor's Legal Affairs Secretary in contacts with the Supreme Court, Attorney General, members of the Legislature, Superior Court Judges, and other State departments to provide information using effective communication and sound judgment, as needed.
7.	Represents the BPH in contacts with the Supreme Court, Attorney General, members of the Legislature, Superior Court Judges, and other State departments to provide information using effective communication and sound judgment, as needed.
8.	Maintains working relationships with Judges, District Attorneys, Sheriffs, Chiefs of Police, Public Defenders, Probation Departments and other law enforcement officials to share information and coordinate investigations using effective communication and interpersonal skills, on a continuous basis.
9.	Functions as liaison with Adult Institutions, Division of Adult Parole Operations, Office of Correctional Safety and related law enforcement agencies including intelligence sources of the Attorney General and the FBI on investigation matters to provide information and recommendations to decision makers using effective communication and public safety policies, on a continuous basis.
10.	Establishes procedures for the investigations for Certificates of Rehabilitation and pardons for previously convicted felons to produce clear guidelines for qualification standards using designated qualifying criteria as required by statute and directed by the current administration.
11.	Establishes Memorandums of Understanding and agreements with local agencies on any mutual and respective problems to protect public safety using diplomacy and shared authority, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Conducts training sessions for local agencies and other interested parties on Intimate Partner Battering, Foreign Prisoner Transfers, Certificates of Rehabilitation, Death Penalty Process, and Compassionate Release Procedures to educate law enforcement partners and the public using law, policy, and training curriculum developed by BPH, as needed or requested.
13.	Conducts the most complex and sensitive investigations for management to collect the facts relevant to the scope of the investigation using proper investigative technique, as directed by management.
14.	Prepares management reports for management level case briefings using sound staff work practices, as requested by executive staff.
15.	Prepares correspondence to provide response to stakeholders, interested parties, and members of the public using work experience and proper writing technique, as required.
16.	Reviews reports submitted by investigators to ensure quality control using policies and procedures and case criteria, on an ongoing basis.
17.	Ensure proper evidence collection, handling and storage procedures are followed to preserve the integrity of the evidence and the investigation using certified law enforcement standards and practices as developed and instructed by Peace Officers Standards and Training (POST).
18.	Testifies in court, and at Legislative and civil proceedings to objectively present facts germane to the subject in question using ethics and obligation of the law enforcement office, as required.
19.	Ensures proper staffing levels are maintained in order to meet workload demands using the California Civil Service recruitment and hiring processes, on a continuous basis.
20.	Gives presentations to staff, members of the legislature, and foreign government consulates regarding types of investigations conducted to ensure interested parties are aware of the scope and services provided by the unit using established policy and guidelines, on a continuous basis.
21.	Develops effective plans to meet unique operational objectives and priorities of the division using staff and equipment resources and mutual aid from Division of Adult Institutions, at the direction of the courts and the Secretary's Office.
22.	Proposes recommendations for any needed program changes to management to organize and maintain proper performance levels consistent with the mission of the Division and BPH using program data, budget change proposals, legislative bill proposals, and internal funding redirections, as needed.
23.	Monitor the division's budgeted allocations to remain fiscally sound and prevent waste and abuse using accounting reports, procurement approval processes, State Administrative Manual (SAM), and sound management practices, on a continuous basis.

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24.	Monitors staff training records to ensure staff remain current and certified by mandated standards using available training records, on a continuous basis.
25.	Prepares work schedules which involves assigning days off, duty hours or compensatory leave and allocating staff to investigative and security operations based on assessed needs using a rotational schedule, as needed to ensure complete coverage.
26.	Implements new procedures to comply with legislatively mandated changes, court orders, departmental objectives and changes in industry practices using change management strategies, as needed.
27.	Ensures compliance and enforcement of the State's laws and Department's and BPH's internal policies and procedures to maintain public safety and a safe and proper work environment using industry standards and sound security and law enforcement practice, on an ongoing basis.
28.	Develops training curriculum to maximize performance and compliance with investigative policies and procedures using accepted instructional design techniques, as required.
29.	Develops individual staff training plans for investigative staff to create a balanced and effective workforce using cross training, individual evaluations, gap analyses, and peer training, on an ongoing basis.
30.	Delivers training to staff to ensure compliance with investigative policies and procedures using accepted instructional design techniques, as required.
31.	Oversee security operations for the BPH staff and commissioners to protect personal safety using training techniques, proper equipment, security protocols, and coordination with other law enforcement agencies, on an ongoing basis.